



COD Processing Update

July 22, 2005

Direct Loan

COD News

COD System Maintenance Planned For Sunday, July 24, 2005 (07/20/05)

The COD System will undergo routine maintenance on Sunday, July 24, 2005 from 2:00 A.M. until 8:00 A.M. (ET). During this period, users will not be able to submit or retrieve data via the COD Web site. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up. COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

Extended Direct Loan Electronic MPN Web Site Outage For Sunday, July 24, 2005 (07/20/05)

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, borrowers are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to COD System routine maintenance on Sunday, July 24, 2005, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 A.M. (ET). As previously noted, borrowers will not be able to complete or retrieve MPNs during this extended period.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

NEW!

Direct Loan Bulletin 05-15 Released (07/22/05)

Direct Loan Bulletin 05-15 was released to schools from the COD School Relations Center on July 21, 2005 and is posted on the IFAP Web site at <http://www.ifap.ed.gov/dlbulletins/DLB0515.html>. This bulletin explains changes to the Direct Loan publications fulfillment process that will be effective October 1, 2005. If you would like to be added to or removed from the Direct Loan Bulletin distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of "DLB Distribution".



Common Origination and Disbursement

COD Processing Update

NEW!

Unlocking And Resetting COD Web Site Passwords (07/22/05)

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, www.cod.ed.gov, and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "[Click here if you are looking for more information on Common Origination and Disbursement](#)" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyservic.html>.



Common Origination and Disbursement

COD Processing Update

Record Submission Due Date For 2003-2004 Closeout [07/01/05 (Updated 07/22/05)]

COD would like to remind schools that the closeout processing deadline for the 2003-2004 Direct Loan Program Year is **July 29, 2005**--only 8 days away!

To meet the closeout deadline, all records must be submitted to the COD System no later than 8:00 P.M. (ET) on Friday, July 29, 2005. (Note: As always, all submitted records subsequently must be accepted by the COD System in order to be included in your school's final Ending Cash Balance for 2003-2004.)

To be considered successfully closed out, schools must have an Ending Cash Balance of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on the School Account Statement (SAS) Report.

Please also refer to DLB-04-26 (<http://www.ifap.ed.gov/dlbulletins/DLB0426.html>), DLB-05-08 (<http://www.ifap.ed.gov/dlbulletins/DLB0508.html>), DLB-05-10 (<http://www.ifap.ed.gov/dlbulletins/DLB0510.html>), and DLB-05-13 (<http://www.ifap.ed.gov/dlbulletins/DLB0513.html>) for more detailed information about closeout.

Updated COD Frequently Asked Questions (FAQs) Available (07/18/05)

COD has updated the FAQs on the COD Web site, www.cod.ed.gov. The FAQs are available on the COD Web site by clicking the "Today's Update" link at the bottom of the page. The Updated FAQs are also available on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0715CODFAQ.html>.

If you have any questions about the FAQ document or would like to suggest items that should be added in the future, please contact the COD School Relations Center at CODSupport@acs-inc.com with the subject line of "FAQ".

EDconnect 7.0 Issues (07/18/05)

The Department of Education wants to alert the financial aid community about three issues that have been identified in the new EDconnect v7.0 software. None of these issues affects the ability of the users to send or receive data, but we want you to be aware of them so you can take action if needed. For details on these issues, refer to the Electronic Announcement posted on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0714EDconnect7.html>.

Schools May Not Receive Acknowledgements/Responses As Quickly As Usual During Peak Processing Period (07/11/05)

Some schools have reported to COD that they have not received acknowledgements/responses for batches submitted to the COD System as quickly as they have in the past. As a reminder, COD processes a large volume of data during this time of year, and it may take a little longer than usual to complete daily processing.

We appreciate your patience during this peak processing period and request that you wait 24 hours after sending a batch to the COD System before contacting the COD School Relations Center to report a missing acknowledgement/response. If you do not receive the acknowledgement/response within 24 hours, the COD School Relations Center will then



Common Origination and Disbursement

COD Processing Update

research the situation and ensure that the acknowledgement/response is sent to your school's SAIG mailbox.

Thank you for your patience and understanding during this period.

Resolved Issues

Described below are "Current Issues" that have been resolved. A full description of each issue will remain in this section for 7 calendar days following the "Updated" date. If a clean up is required, the title of the issue will then be moved to "Resolved Issues In Clean Up."

For the full description of a resolved issue after it is removed from this section, refer to previous postings of the COD Processing Update on the IFAP Web site, www.IFAP.ed.gov/. The COD Processing Update is posted to the IFAP Web site each Friday.

COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 07/20/05)]

COD previously reported a situation in which records were rejecting incorrectly for COD Edit 12 (No Eligible SSN, DOB, and Last Name Combination Match Found on CPS for Student). Some schools were receiving COD Edit 12 for students with prior year Direct Loan Awards in the COD System who had since changed their name or required a change to their date of birth. The schools were attempting to submit updates to Direct Loan origination records. In the reported cases, students had updated their SARs appropriately, and there were valid CPS transactions on file in the COD System.

On May 3, 2005, the COD Development team implemented a code fix for this issue, and no new instances of the issue have been reported to date. Since May 3rd, COD has worked with affected schools to resolve all known instances of this issue. In the future, if a school suspects that it is experiencing this issue, it should contact the COD School Relations Center to report the affected record.

Reports and Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

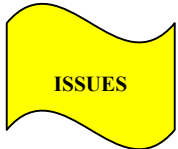
- **Funded Disbursement Lists for July 19, 2005—** Have not been sent to schools' SAIG mailboxes. However, these reports are available on the COD Web site. COD will inform schools when these reports have



Common Origination and Disbursement

COD Processing Update

been pushed to schools' SAIG mailboxes.
(07/21/05)



Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference and Volume VI, Section 8 of the 2005-2006 COD Technical Reference posted on the IFAP Web site at www.IFAP.ed.gov/. There are issues with the following Direct Loan reports and/or data requests:

- Direct Loan Rebuild File— Schools in need of this file should contact the COD School Relations Center.
[08/25/04 (Updated 07/12/05)]

Current Issues

Issue With Submitting The 2003-2004 Balance Confirmation Form Via Web (05/31/05)

Some COD Web site users are unable to submit the Balance Confirmation Form via the COD Web site's School Balance Confirmation screen. This issue is isolated to users with Netscape Navigator version 7.1 and 8.0 Internet browser. After clicking the "I Agree" tab on the School Balance Confirmation screen, users are redirected to the login page or receive an error message.

COD is researching this issue and will provide updates as more information becomes available. As a workaround, we encourage users to use Internet Explorer as their Internet browser. Furthermore, schools may submit written authorization allowing the COD School Relations Center to perform this activity via the web on their behalf. For detailed information about submitting this authorization, please review the School Online Change Authorization Instructions posted on the COD Web site under the "Click here if you are looking for more information on Common Origination and Disbursement." link.

COD Incorrectly Rejecting For COD Edit 039 [12/27/04 (Updated 04/15/05)]

COD became aware of an issue that results in schools receiving COD Edit 039 (Incorrect Award Amount) in error. This sometimes occurs when schools submit changes to awards to lower the amount to zero through either batch or online processing.

COD has made significant progress in analyzing the issue and is currently developing a code fix. COD will continue to provide updates as more information becomes available. In the meantime, please do not resubmit your records. We appreciate your patience as we work to resolve this issue.



COD Processing Update

Pell Grants

COD News

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Common Origination and Disbursement

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Pell Grant Year-To-Date Record [12/01/04 (Updated 07/14/05)]

The Pell Grant Year-to-Date (YTD) record (PGYRxxOP) can be used to assist a school with its year-end and ongoing reconciliation processes. Due to a COD System issue that continues to affect the Pell Grant YTD record and that has taken longer than expected to resolve, we continue to caution schools not to use the YTD record for rebuilding a complete student record or Pell database until the issue is resolved.

The issue is as follows:

In some cases, when we process more than one disbursement transaction for the same disbursement number on the same day, the individual transactions **are currently not reflected in the YTD record and on the COD Web site**. Instead, one combined disbursement transaction is reflected with the correct disbursement amount, the correct disbursement date, and the highest disbursement sequence number.



Common Origination and Disbursement

COD Processing Update

Note: If a school encounters difficulty processing further disbursement activity through its software for a disbursement affected by this issue, the activity can be performed on the COD Web site.

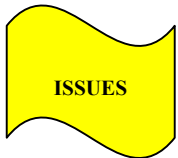
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Reports and Data Requests



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- Pell Year-to-Date (YTD) Records—

For all award years, are being sent to schools' SAIG mailboxes (Message Class PGYRxxOP). The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of a current COD System issue affecting the YTD record, we caution a school not to use the current YTD record for rebuilding a complete student record or Pell database. See the "Pell Grant Year-To-Date Record" item in the COD News section of this document for an explanation of the issue. [10/05/04 (Updated 02/09/05)]



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On May 3, 2005, the COD Development team implemented a code fix for this issue, and no new instances of the issue have been reported to date. Since May 3rd, COD has worked with affected schools to resolve all known instances of this issue. In the future, if a school suspects that it is experiencing this issue, it should contact the COD School Relations Center to report the affected record.

Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

| <u>Issue</u> | <u>In Progress</u> | <u>Completed</u> |
|---|--------------------|------------------|
| Pell Grant Information Not Updated In NSLDS | √ | |